## Approved For Release 2001/07/24 F014-RDP53-00309A000100040021-9

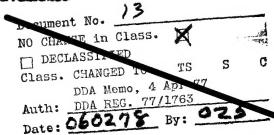
28 October 1960

Director of Training
THRU: C/PPS and DDTR

Educational Specialist

Suggestion for Weekly Bulletin

- In conducting my activities I frequently find instructors who, for one reason or another, are unaware of certain activities or opportunities existing in OTR or other components.
- 2. I would like to suggest for your consideration the establishment of some form of a Weekly Activities Bulletin for distribution to all OTR schools and staffs.
- 3. Such a Bulletin might include information and notice of activities of interest to the instructors or other OTR personnel, including:
  - a. schedule of OTR/Agency film showings of interest to training
  - b. list of new books, articles, etc. related to our subject fields
  - c. special type briefings and meetings open to and of interest to the instructors
  - any messages from DTR/DDTR's staff of general interest and importance, supplementing topics taken up at staff meetings
  - e. current announcements from any School/Staff
  - f. information of reports due, etc.
  - g. new training aids/devices available



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4. The Bulletin could be mimeographed with little resultant expense. Any notices for inclusion could be channeled to the responsible office for making up the Bulletin; i.e., Registrar's office, Executive Officer's office. Deadline for inclusion of materials might be Thursday p.m. with Bulletin production and distribution by Friday p.m. for use during the ensuing week.

SIGNED

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Distribution:

Orig. & 1 - Addressee

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OTR/PPS/ inld (28 Oct60)

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